



Nursery Admissions Policy

Policy Written by Mrs K Lawson (Headteacher)

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Approved by Mrs D Carman-Jones (Chair of Governors), June 2024

Review by September 2025

1. Aims

This policy aims to:

- Explain how to apply for a place at the Nursery
- Set out the Nursery's arrangements for allocating places to the children who apply

2. Legislation and statutory requirements

This policy is based on requirements set out in the 2021 statutory framework for the Early Years Foundation Stage (EYFS).

3. Definitions

Looked after children are children who, at the time of making an application to a nursery are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002,
- or
- Became subject to a child arrangements order, or
 - Became subject to a special guardianship order

4. How we ensure Costessey Primary School's Nursery is known about in our community?

We will ensure that the existence of Costessey Primary School's Nursery is widely advertised in places accessible to all sections of the community through word of mouth, social media and through the school website. We hold regular open events. We ensure that information about our setting is accessible in written and spoken form. Where appropriate we can offer information in more than one language and in different formats to ensure accessibility for all. We will describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and carers including

childminders. We will describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from gender, Special Educational Needs, disabilities, social background, religion, ethnicity, or from English being a newly acquired language. We consult with parents and families through questionnaire and day to day contact.

5. Sessions

Costessey Primary School’s Nursery provides both sessions and all day care for children aged 3-4 years to Reception year.

Breakfast Club	Morning Nursery Session	Afternoon Nursery Session	Wrap-Around Care
7.30am-8.45am	8.45am – 11.45pm	11.45 - 2.45pm	2.45pm – 6.00pm
<i>Charged at £4.00</i>	<i>Funded Hours can be used or charged at £15 per session</i>	<i>Funded Hours can be used or charged at £15 per session</i>	<i>Charged at £12.00</i>

Early Education is offered within national parameters –

- *No funded session will be longer than 10 hours
- *No minimum session length (subject to the requirements of registration on the OFSTED Early Years Register)
- * No sessions will take place before 6:00am or after 8:00pm
- *Sessions may take place on a maximum of two sites in a single day.

Please Note: Government Funding can only be used between the hours of 8.45am and 2.45pm.

Parents/ carers are asked for a minimum of sessions as follows: 2 and a half days per week or all morning or all afternoons spread throughout the week for government funded children, and fee paying children. We feel as a Nursery that the consistency throughout the week rather than one single day or single sessions supports the child with settling and the staff with getting to know families and children also.

We aim to meet Parents and Carer’s needs through opening times as long as it is financially viable for the setting to do so.

We are open term time only, with the exception of bank holidays and five school INSET days. Early education is offered to families for 38 weeks of the year. We can accommodate up to 48 children per session, subject to adequate staffing ratios.

6. How to Apply

To be considered for a Nursery place, Parents/Carers must complete an application form and return to the School Office/ Nursery with the child's birth certificate. All applications must be dated as date of application which is countersigned by office staff on receipt.

Parents/carers are encouraged to apply to join Costessey Primary School's Nursery as far in advance as possible.

Once an application has been processed an acknowledgement will be sent by Email confirming that it has been accepted and processed.

We aim to send acknowledgements within two weeks during term time.

On receipt of the application Costessey Primary School and Nursery will securely store the child's details electronically on our waiting list and also in paper form. If a suitable place is immediately available Costessey Primary School and Nursery will notify the parent/carer.

Acceptance of an application does not guarantee that a nursery place will be offered.

Places are offered in line with our Equal Opportunities and SEND policies.

Parents/carers will be contacted when a space becomes available for their child.

Contact will be made by Email or telephone inviting the child and their family to join Costessey Primary School's Nursery.

Parents/carers are responsible for advising Costessey Primary School's Nursery of any change to their contact details.

If no response to the invitation is received from parents/carers within 7 days Costessey Primary School and Nursery will assume that the place is no longer required and the child's details will be removed from the waiting list and the place offered to the next child on the waiting list.

When accepting an invitation to join Costessey Primary School's Nursery, parents/carers will be required to complete a registration form regarding their child and also provide documentation to evidence their child's date of birth. The reference details of the document will be retained by Costessey Primary School's Nursery. This will be stored securely in line with our GDPR guidelines.

7. Funding for Nursery places

15 hours funded Nursery places for 3-4 year olds

- The Government provides funding to support parents /carers in accessing childcare places. All children who are a term past their third birthday are entitled to 15 hours funded nursery places.

If your child is eligible for 2 Year Funding, it can be used from their 3rd birthday

Additional Funding for working parents of 3 – 4 year olds

- If a child is three or four years old and both parents are working at least 16 hours per week, or a lone working parent is working at least 16 hours per week, then an additional 15 hours funding may be available. This may provide a total of 30 hours funding.

Please Note: Parents/carers must apply for this each term or funding will cease.

Further information about the schemes available, how to apply and eligibility criteria is available for parents/carers through HMRC Childcare Choices:-0300 1234 097 or <https://www.childcarechoices.gov.uk/>

8. Oversubscription Criteria

If the Nursery is oversubscribed, applications will be considered first according to the following priorities set out below. We take account of the following:

1. Children who are looked after by the local authority (i.e. in care or provided with accommodation by the authority for a continuous period of more than 24 hours).
2. Children who have a significant medical, physical or psychological condition. Evidence must be attached with the application form. Applications must be supported by written evidence from a medical professional involved stating why the preferred Nursery is the most appropriate for the child and reasons why other Nurseries in the city are

inappropriate. All applications received under this category are referred for multi-disciplinary assessment for consideration.

- 3.. Children living within the School's and Nursery's designated catchment area. If the Nursery cannot admit all applications from the catchment area, priorities 4(i) to (iii) will be used.
4. Children living outside the School's and Nursery's designated catchment area in the following priority order:- i)Children who have a brother or sister (living in the same household) already on roll at the Nursery or Costessey Primary school, and who will be attending the school. Note – this category includes step-brothers/step sisters, adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together in the same household.

8. In-year admissions

Parents/carers can apply for a nursery place for a child at any time throughout the year. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant age group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 7 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

9. Appeals

If your child's application for a place at the nursery is unsuccessful, you will be informed why admission was refused.

10. Monitoring arrangements

This policy will be reviewed and approved by Costessey Primary School's Nursery Manager annually and approved by the Headteacher and school governors every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will ensure there is publicly and consultation on these changes.